

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPES17007	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Senior Advisor	ES	0301	00	
4. Supervisor's Recommendation	Senior Advisor				
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Holly Green			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c. Immediate Office		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Reginald E. Allen, Acting Deputy Chief of Staff			d. Typed Name and Title of Second-Level Supervisor John E. Reeder, Acting Chief of Staff		
b. Signature 		c. Date 23 Jan 17		e. Signature 	
				f. Date 1/23/17	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 		j. Date 01/25/17
11. REMARKS Temporary Transferee SES					

INSTRUCTIONS

I. ITEMS

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

**Senior Advisor to the Administrator
(Finance/Budget)**

This is a temporary non-career senior executive service position established to facilitate the United States Environmental Protection Agency's (hereafter referred to as EPA or Agency) transition to the new Presidential Administration.

The incumbent serves as a Senior Advisor to the new Administrator (or appointee) on sensitive issues and critical matters pertaining to policies, priorities, and program direction of the EPA and to its structure, organization, and operation.

The incumbent shall review and provide analysis of key, emerging issues of direct and substantial interest and concern to the Administrator and the agency. Once assigned studies are completed and major recommendations are made, the position will no longer be needed.

Major Duties:

The incumbent serves as a key senior analyst and advisor, providing expert executive level advice, guidance, and support to the Administrator on key mission-critical issues, initiatives, and agency functions.

The incumbent will conduct numerous complex and high-priority special assignments at the direction of the Agency head involving extensive research, fact-finding and program improvements on a variety of high-level subjects of critical importance to the Administration.

The incumbent determines requisite nature of background information and data, levels of coordination and consultation, format of presentation, etc. and ensures that the Administrator is provided with pertinent information for decision-making on highly sensitive and potentially controversial issues. Recommendations arising from the studies and analyses are instrumental in the direction and development of major policy, program, and legislative initiatives.

The incumbent shall advise on the implications of proposed, new, or revised policies, regulations, and legislative proposals and assesses their impact on agency mission and organizational structure.

The incumbent will coordinate and consult with senior management officials of the agency, other agencies, and external stakeholders, as appropriate, regarding major initiatives, actions accomplished, milestones to be achieved, and any issues or problems of significance.

Knowledge Required:

The incumbent shall demonstrate an extensive background in and understanding of the EPA's key mission and functions and shall possess a proven record of progressively responsible work experience at the top executive and managerial levels in government and/or the private sector. The incumbent shall demonstrate substantive knowledge of management principles pertaining to large government and corporate organizations. The incumbent shall possess demonstrated ability to lead change, lead people, and achieve results through building partnerships and coalitions.

Supervisory Controls:

Receives very broad guidance from the Administrator. The incumbent is expected to work with an exceptional degree of independence and initiative to reach conclusions and solve problems. Work is reviewed for accomplishment of broad objectives.

Scope and Effect of Work:

The purpose of the work is to plan and conduct analyses of vital policies that are of agency-wide interest and scope; to generate and apply new hypotheses and concepts in the evaluation of complex matters; and to organize and present options and recommendations for use by the Administrator. The work affects the activities and operations of the entire agency and potentially national priorities.

Nature and Purpose of Contacts:

Contacts include top officials of the agency and other executive agencies; members of Congress and representatives of Congressional committees; members of the White House staff; and other external departmental stakeholders. Contacts are made to resolve controversial, high level issues, and carry out the work of the Office of the Administrator.